

Certifying your documents

We prefer to sight original identification documents when setting up your account. We are then able to certify a true copy of these documents. However, you may provide a certified copy of an original document, in other words, a copy of the original document that has been certified by an eligible certifier. The certification must have been done within the last 12 months and must be legible. We require the copy which was actually signed by the certifier (i.e. containing the original penned signature of the certifier).

Certification of trust deeds

When certifying trust deeds the following pages should be certified

- The cover page bearing the name of the Trust
- Any page showing the names of trustees, the names of beneficiaries or date of registration of the Trust.
- The signing or execution page

People who can certify documents or extracts are:

- A lawyer, being a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described).
- A magistrate, a chief executive officer of a Commonwealth court or a judge, registrar or deputy registrar of a court.
- A Justice of the Peace or a notary public (for the purposes of the Statutory Declaration Regulations 1993).
- An agent of the Australian Postal Corporation (APC) who is in charge of, or a permanent employee of the APC with 2 or more years of continuous service who is employed in or an office supplying postal services to the public.
- A police officer or an Australian consular officer or an Australian diplomatic officer (under the Consular Fees Act 1955).
- An officer with 2 or more continuous years of service with one or more financial institutions (under the Statutory Declaration Regulations 1993).
- A finance company officer with 2 or more continuous years of service with one or more financial companies (under the Statutory Declaration Regulations 1993).
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees.
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.

The certifier should use the following statement for certification:

I, (certifier name), as (certifier type from list above and authorisation number where applicable) certify that this (type of document) is a true and correct copy of the original.

If the document has more than one page the certification should identify the number of pages (I certify this document of [x] pages to be a true copy of the original). Specific pages of a trust deed should be certified as outline above.

The certifier must sign and date the certification.